

(FBIS-520)

September 9, 1943

ADMINISTRATIVE MEMO # 22

TO ALL F.B.I.S. EMPLOYEES:

Attendance Records

The "in and out" check system at the guard's desk for controlling the attendance of employees in F.B.I.S. will be discontinued effective September 11. In place of this system will be a simplified attendance record which will be kept by attendance clerks for each shift in each Division or Section. Under this new procedure, Division and Section Chiefs will be held responsible for seeing that their employees are on duty for the required number of hours.

The simplified attendance report will be kept for each pay roll period and will be turned in to the Administrative Office at the close of business on the 4th and 19th of the month. Attendance clerks will indicate for each day which employees under his jurisdiction are absent or on leave and will indicate the type of leave by an appropriate symbol. For payroll purposes, it will also be necessary for the attendance clerk to report each day to the Administrative Office which employees were absent.

In the future all annual and sick records will be kept in the central Personnel Office of the Federal Communications Commission and any requests for leave information should be directed by the attendance clerk to Miss Angelina Errico, extension 393, in the main Personnel Office. Henceforth records of compensatory leave for overtime will not be maintained in the Senior Administrator's Office. Division and Section chiefs should make arrangements for their attendance clerks to record this for their employees.

Division and Section Chiefs should appoint the attendance clerks immediately and send their names to the Senior Administrator's Office. The use of the necessary forms will be explained to these clerks by Mrs. Maxfield who will be responsible for putting this new procedure into effect.

Sr. Administrative Officer
Foreign Broadcast Intelligence Service

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